

RECAO

Policy Document

Withdrawal of a
Qualification Policy

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Regulatory Requirements -General Conditions of Recognition: Condition A8

As a regulated Awarding Organisation RECAO is required by the General Conditions of Recognition by Ofqual to have in place a maladministration and malpractice policy that enables us to prevent, identify and manage maladministration and malpractice.

Introduction

The purpose of this document is to outline the policies and processes to be followed if a centre wishes to withdraw from offering a qualification, in order to protect the interests of learners. All staff involved in the management of qualifications and learners enrolled on regulated qualifications to which this policy applies, are made aware of its contents and given opportunity to ask questions to confirm understanding.

Withdrawal notice and process for withdrawing a qualification

Once the decision has been taken to no longer offer a regulated qualification the nominated centre contact should complete the "Qualification Withdrawal Form" – this should be submitted no less than 3 months before the withdrawal of the qualification. The form must contain details of the qualification being withdrawn, the rationale for the withdrawal and the details of learners who may be affected.

In case of a qualification in parts-the tutor/assessor for the qualification will need to produce a detailed record of what the learners has completed, how much they have left to complete and details of the anticipated outcome for the learner, for example:

- Will definitely complete in the remaining time
- Will complete but will need additional support to do so in the remaining time
- Is unlikely to complete and will need support to transfer to another centre
- Is unlikely to complete, doesn't want to transfer to another centre or complete their qualification – in this case tutor/assessor to work with RECAO to ensure that learners are certificated for any units they have completed.

If learners are unhappy with the situation then they can make a complaint using RECAOs complaints procedure.

Form for withdrawing centre delivery of a qualification

If considering withdrawing from offering a qualification, complete this form for submission to the Awarding organisation at least 3 months prior to the actual withdrawal.

Title of the qualification(s) the centre wishes to cease offering:	
Proposed withdrawal date	
Rationale for withdrawal	
Number and names of any current learners registered on the qualification and who would be affected by the withdrawal (e.g. those be affected by the withdrawal (e.g. those learners that will not have completed the qualification by the withdrawal date)	
Details of plans to support any existing learners to ensure their interests are protected (e.g. support to complete, transfer to another provider etc.)	